

NATIONAL GUARD ASSISTANT PROGRAM (NGAP)

POSITION DESCRIPTION

1. Position Title: Mobilization Assistant to the Commander United States Pacific Command (USPACOM)	2. Auth Grade: 08	3. Effective Date: 1 Oct 03
4. Headquarters: PACOM 5. Reporting Senior: 6. Duty Location: Camp H. M. Smith, Honolulu, HI Mail:	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
8. Position Description: <u>Duties:</u> Assists the commander and acts for him/her in his/her absence Ensure the daily flow of correspondence by tasking, coordinating, and reviewing the work of the staff Transmits orders to the staff and subordinate commands for the commander Primary responsibility for resource allocation in USPACOM. Heads long range projects that cross staff responsibility and Joint Staff directed work groups 9. Special Qualifications/Requirements/Restrictions: Requires maximum availability Security Clearance: Secret Must have a minimum of 17 years satisfactory service Must be able to complete a minimum of 3 years in the assignment before mandatory removal date/mandatory separation date (MRD/MSD) Completion of senior service school required Must be Federally recognized in the authorized grade (line), hold a Certificate of Eligibility for the authorized grade (line), pending Senate confirmation in the authorized grade, or be eligible to meet the General Officer Federal Recognition Board This position in M-Day/drill status only		